

# **Training and Supplemental Materials for 2006 New Weed and Seed Funding Applicants**

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## **Using the Grants Management System (GMS)**

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). This information supplements the "GMS Application Procedures Handbook" available through the "Help" feature of the GMS website at <https://grants.ojp.usdoj.gov/> and also through the OJP funding opportunities web page at <http://www.ojp.usdoj.gov/fundopps.htm>.

**Applications submitted via GMS must be in the following word processing formats: Microsoft Word (\*.doc\*), PDF files (\*.pdf\*), or Text Documents (\*.txt\*).**

Using an established Internet account, or after creating an Internet account with GMS staff assistance, follow these steps:

### **Step 1: Signing on to GMS**

To sign in to GMS, visit <http://www.ojp.usdoj.gov/fundopps.htm>. Click on the GMS button beside the appropriate FY 2006 Weed and Seed application kit. (You also may go directly to the GMS page at <https://grants.ojp.usdoj.gov/>) If you already have a GMS user ID, you may simply sign in. You will not be considered registered for the solicitation until you have signed on to GMS and entered the appropriate solicitation, even if your organization already has a user ID.

If you do not have a GMS user ID, select "New User? Register Here." Complete all of the required information and click "Create Account" at the bottom of the page. Please make a note of the user ID and password, which are case-sensitive. You will not be able to submit your application until your user identification is approved by the program office. While awaiting approval, you may elect to complete your application and save it to submit after receiving approval or you may wait to complete the application until receiving approval notification. If you do not have an Internet account established, GMS project staff will assist you in creating an Internet account. Please call the GMS Hotline at (888) 549-9901 for assistance.

### **Step 2: Select and Register for the Program**

After you have logged onto the system, click on "Funding Opportunities."

Select the "Community Capacity Development Office" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in CCDO.

Find the appropriate FY 2006 Weed and Seed Program Guide and Application Kit entry and click "Apply Online."

Ensure that your organization is eligible to apply for this program. If eligible, proceed by clicking "Continue."

### **Step 3: Complete the Overview Information**

Select the type of application you are submitting by choosing "Application Non-Construction" in the "Type of Submission" section.

Select "New" in the drop-down box for "Type of Application."

If your state has a review and comment process under Executive Order 12372, select either "Yes" and enter the date you made this application available under that review, or "N/A" because this program has not been selected by your state for such a review. If your state does not have such a process, then select "No. Program Not Covered by E.O. 12372." Executive Order 12372 may be viewed at <http://policy.fws.gov/library/rgeo12372.pdf>.

Click "Save and Continue."

#### **Step 4: Complete the Applicant Information**

Answer "Yes" or "No" to the question about whether your organization is delinquent on any Federal debt.

Check the information on the rest of this page, which will pre-populate based on the information you submitted during the registration process, for accuracy and relevance. Make any needed changes.

Click "Save and Continue."

#### **Step 5: Complete the Project Information**

Title of your project: Include 1) the title of the program: Weed and Seed; 2) name of the applicant's cognizant Federal agency; e.g., U.S. Department of Justice; and 3) applicant's local fiscal year / 12-month audit period, e.g., 10/1/2001 - 9/30/2002.

List the geographic areas to be affected by the project: Identify the officially recognized Weed and Seed designated area by name (Refer to the site list in this application kit).

Enter a project start date and end date. These dates may be adjusted by CCDO when the award is made.

Select all of the congressional districts that are affected by your application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the grant amount for which your organization is applying (no more than \$175,000) on the Federal line under the "Estimated Funding."

Click "Save and Continue."

#### **Step 6: Upload Attachments**

Please use descriptive titles when naming the attachments for easy identification; i.e., "Washington Site-2006 Budget" or "Uptown Site-2006 Program Narrative" or "Uptown Site-Other Program Attach."

The Budget Detail Worksheet (Attachment #1): A single file that includes the Budget Detail Worksheet and the Budget Narrative.

The Program Narrative (Attachment #2): A single file that includes all sections of the narrative, as discussed in the solicitation.

Other Program Attachments (Attachment #3): A single file that includes the Site Summary and National Directory Update.

Click "Attach" to upload these documents. A new window will open. Click "Browse" and find the file you want to upload, then click "Upload Your Document." A window that says "File Upload Successful" should appear. Next to the upload list, the notation should change to "Attachment OK."

Note: Depending on the size of the attachment and the speed of your computer's Internet connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

Click on "Tips for Successful Upload" if you encounter any difficulties uploading your file. This document will explain the usual problems with uploading files and will help you through them.

Click "Save and Continue."

### **Step 7: Complete the Assurances and Certifications**

You must accept the assurances and certifications. Enter the correct personal information for the authorized person after you have accepted both documents.

Click the box at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications.

Click "Save and Continue."

### **Step 8: Review the SF-424**

By answering the questions contained in GMS, you have completed the Standard Form 424 and other forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

Make changes to any portion of the application by clicking on that section along the left side of the screen. Be sure to click "Save and Continue" after making any changes.

Click "Continue" when you are sure that the information is accurate.

### **Step 9: Submit the Application**

A list of application components will appear on the screen. It should say "Complete" before each component. If it says "Incomplete," click on the word and it will take you back to the unfinished section. An explanation of what is missing will be at the top of that screen.

Read below the list of components for language indicating that your user ID has not been approved. Even if you have completed the application, you will be unable to submit it until CCDO approves your user ID. You will receive an e-mail informing you that your user ID has been approved.

## Step 10: Other Required Documentation

Applicants may upload any of the “Other Required Documentation” documents as additional attachments in GMS, **IF** they are available in an electronic format that will display signatures (where required). Otherwise, the documents requiring signatures and any other supporting documents **must be faxed to the GMS FAX Line at 202-354-4147** to be included in your “electronic” application. **This fax location IS NOT in CCDO. Therefore, be sure to include your organization’s name and GMS-assigned grant application number on every page of the fax. Otherwise, it will be very difficult to associate your fax with your application.**

### Other Reminders:

**AUTHORIZED OFFICIAL VS. CONTACT PERSON.** All future GMS e-mails regarding the solicitation will go directly to the person identified as the “contact.” The contact person should be the person who will be responsible for seeing the application through the whole process. This is not likely to be the same person designated as the “authorized official.”

**ELIGIBILITY CONFIRMATION:** Applying is at least a two step process: first, you must be included on CCDO’s list of eligible applicants; second, only after receiving approval of your GMS user identification can you submit your application.

**ELECTRONIC FILE ATTACHMENTS:** GMS now allows an unlimited number of file attachments to be uploaded. However, there are three main attachments every Weed and Seed applicant must submit: 1) Budget Detail Worksheet—a single file that includes the Budget Detail Worksheet and the Budget Narrative; 2) Program Narrative—a single file that includes all sections of the narrative, as discussed below; 3) Other Program Attachments—a single file that includes the Site Summary and National Directory Update. You also may upload attachments that include maps and any other additional programmatic information that you have in electronic format and wish to add.

## Program Narrative Instructions and Examples

- 1. Statement of the Problem:** Provide a summary describing the drug and violent crime problems currently affecting the designated site and emerging problems or significant changes in the level of a specific problem, such as gang activity, re-entry of ex-offenders into the community, firearms usage, burglaries, motor vehicle thefts, etc. ALL claims must be substantiated with current statistical data. Also briefly describe the current resource needs and service gaps. Reference the site's OR for specifics and update the statistics where applicable. Statistical data should not be more than 2 years old.

### EXAMPLE

#### Overview of Drug and Violent Crime Activity

The information provided summarizes the criminal activity in the City of Carr and is taken from the *Carr Weed and Seed FY 2000 Official Recognition Strategy*.

The major findings of a recent survey of the Metropolitan Law Enforcement Coordinating Council (MLECC) and Multi-jurisdiction Drug Enforcement Task Force, and the most up-to-date data available on drug price and purity and drug-related health problems indicate illicit drugs are readily available in the three designated neighborhoods of Carr. Cocaine and cannabis continue to be the most visible drugs on the street. Heroin, cocaine, crack cocaine and cannabis were all reported to be readily available in the designated neighborhoods, as was LSD to a lesser degree.

The availability of high quality heroin in Carr has increased, which has resulted in the price decreasing. DEA's Domestic Monitor Program (DMP) reports the availability of all four major types of heroin (Mexican black-tar, Mexican brown heroin, Southwest Asian and Southeast Asian white heroin) in Carr. Further, heroin-related emergency room admissions increased 113% in the Carr area between 1999 and 2002. The majority of those admitted reside in the designated neighborhoods.

Carr is a major receiving and transport area for drugs, particularly cocaine and heroin. The designated neighborhoods are a stronghold for Mexican and Columbian cocaine traffickers, who dominate the distribution markets in the city of Carr and northwest region of the State. Data concerning seizures at Carr International Airport are an indicator of increased trafficking in the State. Between 1999 and 2002, the quantity of narcotics seized by U.S. Customs at Carr International Airport increased from 83.2 pounds to more than 1,378 pounds, with the number of seizures increasing from 148 to 679. While marijuana accounted for the majority of drugs seized by Customs in Carr, the amount of heroin seized during this period increased more than ten-fold, from 6.4 pounds to 66.2 pounds.

#### Drug Use

Information from drug use prevalence surveys and other sources indicate drug use among Carr's youth in grades seven through twelve have declined from 26.1 percent in 2000 to 22.4 percent in 2001; substance abuse among arrestees, probationers, and prisoners continues to increase; admissions to substance abuse treatment programs for illicit drug abuse increased; the number of reported cases of substance affected births increased more than four-fold between FY1990 and FY2000, however, the number of cases reported fell 7% between FY2000 and FY2001.

AIDS has become an epidemic with profound implications for intravenous drug users, their sex partners and children, and the criminal justice community. According to the Carr Department of Social Services, between July 1997 and June 2002, a total of 155 AIDS cases were reported in the city of Carr. As of June 2002, 52 HIV cases had been verified in the designated neighborhoods, with nearly 30% contracting the infection through Intravenous Drug Use (IDU). In March 2000, only 18% of the cumulative HIV cases were infected through IDU.

### **Violent Crime**

According to information obtained from the Carr 2001 Uniform Crime Reports (I-UCR), victimization surveys, and public health care facilities there are indications that violent crime is no longer escalating in the designated neighborhoods; the number of violent crimes reported to the police may be starting to stabilize or even decrease; however, hospital trauma center admissions for gunshot wounds from the designated neighborhoods are showing a slight increase.

In 2001 there were 2,101 violent Index offenses reported to the police in Carr, an increase of less than 1 percent from 2000. However, preliminary data for 2002, based on 6-month reporting totals, suggest violent crime in the designated neighborhoods may decrease 8 percent during this year. In addition, homicides are down 15 percent through August 2002.

The most frequently reported violent Index offenses in the designated neighborhoods are aggravated assault and robbery. These offenses accounted for 59 percent and 34 percent, respectively, of all violent Index offenses reported to the police in 2001.

### **Resource Needs and Gaps in Service**

Resource needs and gaps in services for specific components of the strategy are delineated below.

#### ***Law Enforcement***

- Improved crime analysis capability
- Improved evidence collection re: incendiary devices
- Increased funding for vertical prosecution
- Diversion programs for drug offenders
- Alternatives to detention that address unique local needs

#### ***Community Oriented Policing***

- Increased police presence in neighborhoods
- Coordinator to oversee community service program
- Automated juvenile case tracking system
- Police/probation teams to monitor probationers

#### ***Prevention/Intervention/Treatment***

- Parenting skills training/social skills training for kids
- Job placement programs for ex-offenders
- Violence prevention/intervention programs for youthful offenders

- Activities that address the underlining causes of crime (employment, education, family support)
- Anti-gang, anti-drug, and anti-violence programs
- Drug rehabilitation programs

### ***Neighborhood Restoration***

- Home ownership programs
- Income tax assistance
- Code violation enforcement
- Landlord education programs
- Economic revitalization plan

2. **Program Design:** This section outlines the scope of work for the next 12 months. Out of the 5-year cycle, state what cycle or year the scope of work will encompass. **EXAMPLE:** The Carr Weed and Seed site is embarking upon its 3<sup>rd</sup> year of activities to support its five year strategy. Also, based upon the analysis provided in the “Statement of the Problem,” for each of the four strategy components separately provide the following:

**Summary of each component’s overall Strategy:** Using no more than three sentences, state the overall strategy for Law Enforcement, Community Oriented Policing, Prevention, Intervention, and Treatment, Neighborhood Restoration. Under each strategy component summary, provide the following information in a grid format:

**Goal(s):** Taken from your original Official Recognition Strategy (OR) or revisions thereto. What is the status of this goal? Specify the stage the site is in for achieving/completing this goal.

**Objective(s):** Taken from your original OR or revisions thereto. What is the status of this objective? Specify the stage the site is in for achieving/completing this objective.

**Activity/Task/Project(s):** What specifically will be conducted during Year X (enter the year your site is in relative to the 5 year cycle) to achieve said objective. Identify efforts underway and any new efforts or programs, including both Weed and Seed-funded and non-Weed and Seed-funded efforts, which will respond to the issue. Emphasis should be placed on activities that represent collaborative efforts among various federally and non-federally funded programs, especially any jointly funded programs, whether or not they are funded under the Weed and Seed Program.

**Implementation Plan:** When will this activity/task/project begin, and what is the anticipated completion date of this activity/task/project? Name responsible/implementing party for the activity/task/project.

**Outcome Measure(s):** What standard of measurement will be utilized to assess the progress toward this goal or objective based upon the activity/task/project conducted during this 12-month period? Focus on the **results** (“outcomes”) you intend to achieve and how those results will be measured.

**Funding Support:** Identify the source(s) of funding to support the activities including non-Weed and Seed funds. Also, identify the section in the budget detail that reflects the Weed and Seed funds allocated in support of the activities.



## Grid Example

Summary:

Goal 1	
Status	
Objective 1	
Status	
Objective 2	
Status	
Activity/Task/Project 1	
Implementation Plan	
Outcome Measure	
Funding Support	
Activity/Task/Project 2	
Implementation Plan	
Outcome Measure	
Funding Support	

## EXAMPLE

### Law Enforcement

**Strategy:** Law enforcement plans to coordinate with Federal, state, and local law enforcement agencies to combat drug and violent crime in the designated area, reduce gang-related crime, and increase prosecution of crimes committed with a firearm.

<b>Goal 1</b>	Reduce juvenile crime in the designated neighborhood.
<b>Status</b>	Non-violent juvenile crime in the designated neighborhood has decreased 2-5 % yearly since the inception of the Weed and Seed program. However, there were three homicides committed by youth in the designated area during calendar year 2002. This is a 50% increase from calendar year 2001 figures.

<b>Objective 1</b>	Identify and intensify supervision of high risk youth probationers.
<b>Status</b>	A contract to increase the number of hours dedicated to paroled youth in the designated area was entered into with the city parole and probation office during calendar year 2002. Currently, data reflects an increase of 2 hours per youth per month, with each youth receiving a total of 5 hours home visits, one-on-one supervision with parole officer. The recidivism rate amongst the participating youth has decreased 30% over last year's figures. This contract will be renewed during this funding cycle.
<b>Activity/Task/Project</b>	Last year's contract with the city parole and probation office will be renewed and additional criteria added to accommodate the following: Every youth from the designated area who is on probation will receive an education plan and/or vocational plan from their probation officer. The youth will be assigned to an identified institution during school hours. Depending upon the youth's economic condition, youth will be eligible to apply for stay-in-school funding assistance from the State allocated educational fund.
<b>Implementation Plan</b>	The project is scheduled for August 2004 - July 2005. The Parole and Probation Office will oversee the implementation of this project in collaboration with VOSUM Vocational Institution and the Carr School District.
<b>Outcome Measure</b>	Monthly statistics for W & S cases: probation violations, home visits made, attendance records, stay-in-school jobs secured.
<b>Funding Support</b>	The project cost totals \$26,000. Cost will be allocated as follows: Weed and Seed at 10%, Dept. of Corrections at 50%, and 40% from an OJJDP grant awarded to VOSUM Vocational Institution. <b>Budget Detail Section: A3.</b>

If a goal and/or objective has been accomplished, simply state the achievement of said goal or objective. If a goal and/or objective has been revised or omitted, clearly state the reason. Goals and objectives of your OR should be revisited on a regular basis throughout the life of the strategy, and a status of accomplishing those goals should be stated, for they are to be clearly linked to the desired outcomes. Outcome measurements assist in the assessment of your strategy's overall success and where modification to goals and objectives are needed.

3. **Management and Organizational Capabilities:** The discussion must include the following:

- a) A brief statement defining the role and responsibility of the fiscal agency.
- b) A brief statement defining the role and responsibility of the Steering Committee.
- c) An organizational chart that includes reporting sequence for site coordinator.
- d) Description of the process by which a program is chosen to be funded, and how decisions are ratified by the Steering Committee [see example below].

**EXAMPLE**

The Carr Steering Committee has established Policies and Procedures governing the awarding of grant funds. When the Committee receives approval of Weed and Seed grant funds, an announcement of the availability of such funds is made within 30 days to all pertinent agencies and in the local media. The announcement is in the form of a Request for Proposal designed to meet our goals and objectives. Once locals are notified of funding availability, a training session on how to write a grant proposal/application is conducted.

After grant applications are received, they are reviewed and critiqued by the Grant Review Subcommittee. The subcommittee utilizes a critique form that assigns points (totaling 100) to critical elements of an application submission. Such elements include budget, problem statements, goals and objectives, activities and timetables, etc. The Grant Review Subcommittee makes recommendations to either award, deny or table an application. The applications are then forwarded to the full Steering Committee for review and final determination on all grant applications. Each applicant is then notified of the decision of the Carr Steering Committee. Applicants awarded funds receive training for the management of grants.

4. **Coordination:**

- a) **The Federal Role:** Provide a brief narrative describing the activities the U.S. Attorney's Office and other Federal agencies will lead or participate in.
- b) **Collaborations:** List and describe the strategy's current collaborations among agencies, organizations, residents, and non-profits, including the membership of the Steering Committee and other stakeholders. **The discussion should include whether or not the designated area falls within a Federal, state, or local Empowerment Zone (EZ), Enterprise Community (EC), Renewal Community, Hope VI (HUD), or Brownfields (EPA) area. Additionally, if applicable, please discuss specific coordination with Project Safe Neighborhoods (DOJ), Drug-Free Communities (SAMHSA), and the State Department of Corrections and/or Juvenile Justice Agency in the implementation of the Prisoner Reentry Initiative (PRI) funded in your state.** The summary should include the name of participating agencies/entities, name of agency representative, activities conducted by the agency that contribute to the achievement of Weed and Seed goals and objectives, funding contribution, and in-kind resources. Also, provide a list clearly identifying each member of the Steering Committee and their contribution to furthering the goals and objectives of the Weed and Seed strategy.

5. **Evaluation:** Describe methods to be used for reporting, monitoring, and assessing the strategy. Focus on the **results** (“outcomes”) you intend to achieve and how the achievement of each result will be measured.

#### EXAMPLE

We have contracted with the University of Carr, School of Criminal Justice Research Department, for two part-time graduate students dedicated specifically to evaluating the Weed and Seed strategy. They will collaborate with decision-makers on an ongoing basis to identify and prioritize information needs. To determine the effectiveness of the Weed and Seed strategy, they will ask neighborhood residents questions, for example, about whether they feel more or less safe out alone in the neighborhood during the day? After dark? Compared to the time before the Weed and Seed program was initiated?

In addition, several tools will be designed to monitor and track project outcomes. A Management Information System will be developed to track Part I crimes in the target area. An evaluation report will be compiled at the end of the year. The report will consist of relevant baseline data collected, synthesis of the interviews, other findings, and recommendations.

6. **Sustainability:** There is no guarantee of continuation funding. Therefore, applicants are required to include a statement describing in detail their capacity to continue the strategy after Weed and Seed funds are no longer available. **In addition, Weed and Seed funding applicants are required to identify other funding sources at a level five times the CCDO core funding contribution. By the end of the five-year funding eligibility period, leveraged funding should equal or exceed \$875,000 (\$175,000 x5).** *Note: This is the same information that sites are required to discuss as “Funding Support” under the Scope of Work for each component, as well as on the Government Performance and Results Act (GPRA) forms each year under the section entitled “Coordinated and Leveraged Non-CCDO Weed and Seed Resources.”*

#### EXAMPLE

Weed and Seed funds are used to supplement the budgets of existing service providers. All projects are required to show, at the time of their application, a plan to acquire funding through other means, as the steering committee’s contribution of Weed and Seed funding to their budgets will be reduced by 25% each year. For example, a program that is fully funded with Weed and Seed funds is required to show in its application for funding its ability to sustain the program at or above the current level the following year with only 75% Weed and Seed funds; the subsequent year 50%; and the 4<sup>th</sup> year, 25%. By the last year, this program should be fully sustained.

Carr Weed and Seed can leverage a diverse funding base by utilizing, building upon, and expanding funded programming which already exists in the jurisdiction. Many of the partners bring a wide array of in-kind resources in the form of staff and programming, whose operating monies originate from Federal, state, and local funding as well as grants from private foundations and institutions. Leveraged funding dedicated to the Weed and Seed designated neighborhood(s) include, but are not limited to the following:

- \$47,000 in local, CDBG, and private funding for improvements to housing, employment, marketing, and financial services for the Weed and Seed designated area.
- \$100,000 from the Drug-Free Communities Support Program
- \$50,000 from Communities in Schools to provide after-school programming in the Weed and Seed area.

Total leveraged funding to date: \$197,000

**Sample Budget Detail Worksheet**

**Please bear in mind that this sample budget is designed under the assumption that all items listed will be paid directly by the grantee organization; i.e., a municipality. Non-profit organizations, etc., that serve as fiscal agents need to ensure that all items that are not direct expenditures of the organization are detailed under the Contractual category (section G.). For example, the police overtime costs would not be direct expenditures of a non-profit organization.**

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<b><u>Name/Position</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
1) Weed and Seed Coordinator	\$35,000/year @ 100%	\$35,000
2) Police Overtime (Joint Task Force)	\$40/hour @ 135 hours	5,400
3) Parole/Probation Overtime	\$40/hour @ 65 hours	2,600
4) Community Police Officers (2) Overtime	3 hrs per day x 5 days per mo. x 2 officers x 12 mos. @ \$35.00 overtime hourly rate	12,600
5) Community Outreach (civilian)	4 hrs per day x 5 days per week x 52 wks @ \$6.87 per hour	7,140
6) Code Enforcement Officer	\$36,000/year @ 35%	12,600 (match)
7) Administrative Support – Financial	\$16/hr X 20 hrs/mo. X 12 mos.	3,840 (match)
	<b>TOTAL:</b>	<b><u>\$ 79,180</u></b>

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation, and Unemployment Compensation. (Note: Explain what is included in the benefit package and at what percentage.)

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Coordinator	\$35,000 x 18.55%	\$6,493
FICA	@ 6.2%	
Health/Life insurance	@ 8.9%	
Worker's comp	@ 2.0%	
Medical Tax	@ 1.45%	
2) Law Enforcement Overtime	\$25,800 X 8.7%	2,245 (match)
FICA	@ 6.2%	
Worker's comp	@ 2.0%	
Unemployment	@ 0.5%	
3) Code Enforcement Officer	\$12,600 X 18.55%	2,337 (match)
FICA	@ 6.2%	
Health/Life insurance	@ 8.9%	
Worker's comp	@ 2.0%	
Medical Tax	@ 1.45%	
4) Administrative Support – Financial	\$3,840 X 18.55%	712 (match)
FICA	@ 6.2%	
Health/Life insurance	@ 8.9%	
Worker's comp	@ 2.0%	
Medical Tax	@ 1.45%	

**TOTAL: \$11,787**  
Total Personnel & Fringe Benefits: \$90,967

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied: Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Weed and Seed Workshops and Conferences (Type and number to be determined by CCDO)				
1) CCDO-sponsored conferences: 2 people (1 Coordinator or other site rep., 1 Law Enforce. rep.) @ \$1000/trip x 3 trips				\$6,000
Air fare		\$500/trip		
Hotel		\$100/night x 3 nights = \$300		
Per Diem		\$40/day x 4 days = 160		
Incidentals (taxi cabs, etc.)		\$40/trip		
Total		\$1,000		

2) Regional/Statewide Meeting: 3 people @ \$500/ trip x 1 trip	1,500
Mileage/airfare not to exceed 300 miles x \$0.325/mi. x 2 ways = \$195	
Hotel \$92.50/night x 2 nights = \$185	
Per Diem \$40/day x 3 days = \$120	
Total \$500	

**TOTAL: \$7,500**

**D. Equipment** - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
1) Computer for coordinator		\$ 1,000
2) Printer		\$ 300
3) Laptop Computers for Police Officers (Joint Task Force) (2 @ \$2000 ea.)		\$ 4,000
4) Printer for Police Computer (Joint Task Force)		\$ 500
5) Video Camera for Police Officers (Joint Task Force)		\$ 1,400
6) Bicycles for Community Policing unit (Joint Task Force) (5 x \$2000 ea.)		\$10,000
7) Digital/Cellular Telephones for Citizen Police Academy (10 x \$50 ea.) (Joint Task Force)		\$ 500
8) Crime Mapping Software (Joint Task Force)		\$ 3,140
9) Tables for Computer Lab at Safe Haven (10 tables @ \$160/ea.)		\$ 1,600 (match)
10) Chairs for Computer Lab (10 @ @ \$60/ea.)		\$ 600 (match)
11) Storage units for Computer Lab (2 @ \$618/ea.)		\$ 1,236 (match)
12) Desks for Safe Haven Offices (4 @ \$415.75/ea.)		\$ 1,663 (match)
<b>TOTAL:</b>		<b><u>\$25,939</u></b>

**NOTE:** Equipment purchases all relate back to the program narrative which supports purchases.

**E. Supplies** - List items by type (e.g., office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Office Supplies	\$133.92/month @ 12 months	\$1,607
File folders and accessories @ \$15 each		
Rollerball Pens @ \$10 per pack		
Microcassette tapes @ \$20 each		
Printer cartridges @ \$40 each		
Multipurpose copy paper @ \$30		
Misc items @ \$18.92 (e.g., scissors, staples, correction fluid, paper clips, glue, tape, markers)		
2) Video Surveillance Supplies (Joint Task Force)		\$ 50
Video Camera Film		

**NOTE:** Items purchased should be reasonable and support the Official Recognition strategy.



3) Public Relations Publications:	\$2,000
a. Flyers to inform community of services available at Safe Haven 2,000 @ .50 each	\$1,000
b. Project Safe Neighborhood flyers, booklets to inform Community about Cease Fire, Exile, Crime Stoppers, 2,000 @ \$.50 each	\$1,000
<b>TOTAL:</b>	<b><u>\$3,657</u></b>

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
<b>**Please note that construction costs are not allowable with Executive Office for Weed and Seed funds. Minor renovation (i.e., to restore to original state) may be allowable if justified and approved in advance by the Executive Office for Weed and Seed.</b>		
<b>TOTAL:</b>		<b><u>\$0</u></b>

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. **Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.**

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
1) Safe Haven	\$15,000 Computer Instructor (\$11.10/hour x 26 hours/wk x 52 weeks)		
	\$14,000 Community Outreach Training (\$14/hour x 20 hours/wk x 50 wks)		
	\$ 7,000 Tutors (\$14/hour x 10 hours/wk x 25 weeks x 2 tutors)		\$36,000
2) Copying Service for Newsletter	4 pages x 1000 copies 5 times per year @ .05 per copy		\$ 1,000
3) Internet Service Provider (annual fee)			\$ 1,000
	Additional Internet site—annual fee (Joint Task Force)		\$ 170
4) Crime Analysis and Mapping (Joint Task Force)			
	\$5,200 Data Entry Personnel (\$20/hour x 5 hours/wk x 52 weeks)		\$ 5,200

5) Automobile lease for undercover vehicle (Joint Task Force) (\$600/month x 12 months) (Undercover police cars are leased)	\$ 7,200
<b>TOTAL:</b>	<b><u>\$50,570</u></b>

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
1) Buy Money (Joint Task Force)		\$10,000
Buy Money falls under the category of Confidential Funds, Purchase of Evidence. This category is for the purchase of evidence and /or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime. The <b>Confidential Funds Certification</b> must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, Chapter 8: Confidential Funds."		
2) Office Space Rental (Joint Task Force) \$1.50/sq. foot x 400 sq. feet:	\$600/month @ 12 months	\$ 7,200
3) Monthly Service for Citizen Police Academy Cellular Phones \$50/mo. x 12 mos. x 10 phones		\$ 6,000
4) Space for Computer Lab at Safe Haven \$2.50/sq. foot X 650:	\$1,625/month @ 12 months	\$19,500 (match)
5) Utilities for Safe Haven \$2,000/month @ 12 months		\$12,000 (match)
<b>TOTAL:</b>		<b><u>\$54,700</u></b>

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
	<b>TOTAL:</b>	<b><u>\$ 0</u></b>

**Weeding/Seeding Budget Summary (Federal Request Only)**

	<b><u>SEED</u></b>	<b><u>WEED</u></b>
<b><u>Budget Category</u></b>	<b><u>CCDO Core</u></b>	<b><u>Law Enforcement</u></b>
A. Personnel	\$35,000	\$27,740
B. Fringe	\$ 6,493	\$0
C. Travel	\$ 4,000	\$ 3,500
D. Equipment	\$ 1,300	\$19,540
E. Supplies	\$ 2,607	\$ 1,050
F. Construction	\$0	\$0
G. Consultants/Contracts	\$ 38,000	\$12,570
H. Other	<u>\$0</u>	<u>\$23,200</u>
<b>TOTAL DIRECT COSTS:</b>	<b>\$ 87,400</b>	<b>\$87,600</b>

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<b><u>Budget Category</u></b>	<b><u>Federal Request</u></b>	<b><u>Non-Federal Match</u></b>	<b><u>Total Budget</u></b>
A. Personnel	\$ 62,740	\$ 16,440	\$ 79,180
B. Fringe	\$ 6,493	\$ 5,294	\$ 11,787
C. Travel	\$ 7,500	\$ 0	\$ 7,500
D. Equipment	\$ 20,840	\$ 5,099	\$ 25,939
E. Supplies	\$ 3,657	\$ 0	\$ 3,657
F. Construction	\$ 0	\$ 0	\$ 0
G. Consultants/Contracts	\$ 50,570	\$ 0	\$ 50,570
H. Other	<u>\$ 23,200</u>	<u>\$ 31,500</u>	<u>\$ 54,700</u>
<b>TOTAL DIRECT COSTS:</b>	<b>\$175,000</b>	<b>\$ 58,333</b>	<b>\$ 233,333</b>
I. Indirect Costs	\$ 0	\$ 0	\$ 0
<b>TOTAL PROJECT COSTS:</b>	<b>\$175,000</b>	<b>\$58,333</b>	<b>\$ 233,333</b>
<b>Federal Request</b>	<b>\$175,000</b>		
<b>Non-Federal (Match)</b>	<b>\$ 58,333</b>		

### **Sample Budget Narrative**

**The purpose of the Budget Narrative is to present clear justification for all expenses outlined in the Budget Detail Worksheet. Thorough justifications ensure timely processing of grant applications. Narratives should address each of the major cost categories (personnel, fringe benefits, travel, equipment, supplies, and consultants). Applicant should provide brief descriptions of the duties of all positions, justify all equipment purchases, and explain how contracts will help achieve goals and objectives of the Officially Recognized strategy.**

#### **Personnel (\$79,180)**

- 1) A request of \$35,000 will cover personnel costs for the full-time Weed and Seed Coordinator.
- 2) A request of \$5,400 will cover the cost of overtime for Officers involved in a Joint Law Enforcement Operation within the designated area.
- 3) A request of \$2,600 will assist in the cost incurred to increase supervision of youth on parole/probation.
- 4) A request of \$12,600 will cover the cost of overtime for 2 Community Police Officers who will be assigned to Safe Havens and once a month make educational presentations at local schools in the designated area.
- 5) A request of \$7,140 will cover the cost of 4 hours per day, five days a week (20 hours) x 52 weeks for a community outreach worker.
- 6) A match amount of \$12,600 will cover the personnel cost for one Code Enforcement Officer who will dedicate 35% of their time on code enforcement efforts within the designated area.
- 7) A match amount of \$3,840 will cover the personnel cost for one Financial Analyst who will spend 20 hours a month for 12 months completing financial reports and overseeing accounts payable/receivable for the Weed and Seed grant.

#### **Fringe (\$11,787)**

- 1) A request of \$6,493 will cover the fringe benefits for the Weed and Seed Coordinator at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.
- 2) A match amount of \$2,245 will cover the fringe benefits for the law enforcement overtime (Joint Task Force, Gun/Drug Detail, Lt. Supervisor) at a rate of 8.7%. A breakdown of the rate is included in the Budget Detail Worksheet.
- 3) A match amount of \$2,337 will cover the fringe benefits for the Code Enforcement Officer at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.
- 4) A match amount of \$3,840 will cover the fringe benefits for the Financial Analyst at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.

#### **Travel (\$7,500)**

A request of \$7,500 to cover the costs to travel to Weed and Seed conferences and meetings. We estimated the cost of CCDO-sponsored conference travel to be approximately \$1,000 per trip, with two people in attendance of a total of three trips (\$1,000 x 2 people x 3 trips). For one

regional/statewide meeting, we estimate \$500 per person, with three people traveling (\$500 x 3 people x 1 trip). We realize that prior to any travel, the site needs pre-approval by CCDO. These estimated trips include representation by one law enforcement officer per trip.

### **Equipment (\$25,939)**

- 1) A request of \$2,000 for a computer (\$1,000) and printer (\$300) for the Weed and Seed Coordinator to conduct Weed and Seed business via e-mail, Internet, etc, to help prepare required reports to the Office of Justice Programs, and to prepare newsletters for residents in the designated area.
- 2) A request of \$4,500 for 2 laptops (\$2,000 ea.) and printer (\$500) for the Officers involved in the Joint Law Enforcement Task Force.
- 3) A request of \$1,400 for a Digital Video Camera for the operation and implementation of the Joint Law Enforcement Task Force.
- 4) A request of \$10,000 for the purchase of 10 police equipped bicycles for the Community Policing Bicycle patrol unit. The increased visual presence will aid in building relationships with community residents.
- 5) A request for \$500 for the purchase of 10 Digital/Cellular Telephones to be used by members of the Citizen Police Academy. The Participants will use the telephones to report crimes to Community Policing Officers assigned to the designated area. The telephones will provide the community with a direct link to the Police Department in an effort to dispel the myth that Police Officers are not easily accessible.
- 6) A request for \$3,140 for implementation and operation of a crime mapping program.
- 7) A match amount of \$1,600 will cover the cost of 10 workstations for the Safe Haven computer lab.
- 8) A match amount of \$600 will cover the cost for 10 chairs for the computer lab in the Safe Haven.
- 9) A match amount of \$1,236 will cover the cost for 2 storage units that will be housed at the Safe Haven computer lab.
- 10) A match amount of \$1,663 will cover the cost for 4 desks that will be used in the Safe Haven offices.

### **Supplies (\$3,657)**

- 1) A request of \$1,607 will be to cover supply costs for the Coordinator and the Weed and Seed office.
- 2) A total of \$50 will be for the Joint Law Enforcement Task Force - Video Surveillance materials.
- 3) Public Relations Publications in the amount of \$2,000 will be used to inform the community of Safe Haven services, Cease Fire, Exile, and Crime Stoppers.

### **Contractual (\$50,570)**

A request of \$36,000 for Safe Haven activities is requested. The Computer Instructor will conduct computer training in the computer lab. The Community Outreach Trainer will develop a curriculum for Community Outreach and train neighborhood associations on the curriculum. The Tutors (2.5) will tutor children at the Safe Haven after school daily. Internet service will be provided to the 11 computers in the amount of \$1,000. Copying service for Weed and Seed newsletter is budgeted at \$1,000.

Internet service will be provided for the Joint Law Enforcement Task Force to run an individual secure server in the amount of \$170. A contract between the local University for Data Entry of Crime Statistics will be in the amount of \$5,200. The data entry personnel will free officers of daily tasks of data entry. The increase in patrol time will help to create the increased presence of police officers in the designated area.

A request of \$7,200 will be used to cover the lease of an undercover vehicle for use by the Task Force in drug enforcement activities. The lease will enable the Task Force to change the vehicle periodically to ensure the integrity of the undercover operations.

### **Other (\$54,700)**

1) Buy Money will be used by the Joint Law Enforcement Task Force to implement and operate the undercover Drug task force (\$10,000). Buy Money falls under the category of Confidential Funds, Purchase of Evidence. This category is for the purchase of evidence and /or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime. **The Confidential Funds Certification must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, chapter 8: Confidential Funds."**

2) Office space will be needed for the Joint Law Enforcement Task Force (\$7,200). The nature of an undercover task force causes the need for separate meeting space to ensure the integrity of the operation is not compromised (\$600 per month for 12 months).

3) A request of \$6,000 will cover one year's cost of base monthly service for the 10 Citizen Police Academy cellular phones.

4) A match amount of \$19,500 will cover the cost for renting space at the Safe Haven for the computer lab (\$1,625/month for 12 months).

5) A match amount of \$12,000 will cover the costs for utilities for the entire Safe Haven facility (\$2,000/month for 12 months).

## Site Summary

Each main heading of the Site Summary should be all caps, bold and underlined. Subtitles should be all caps, bold, in italics. Please try to use 12 pt. Times New Roman font. The summary should be organized as follows:

1. Site Name, City, County, and State
2. Background:
  - When the site was initiated and received Official Recognition
  - Description of the Designated (Target) Area: **SPECIFY THE COUNTY AND CITY/TOWN IN WHICH THE SITE IS LOCATED, AND SPECIFY WHETHER THE SITE'S LOCATION IS A RURAL AREA OR FEDERALLY RECOGNIZED AMERICAN INDIAN/ALASKAN NATIVE TRIBAL AREA**; also include street names, census tracts, and any other identifier such as police district, etc.
  - Whether and how the initial designated area has been expanded
  - Organizational Structure (describe Steering Committee and Subcommittees)
3. Overall Strategy Goals for each component:
  - Law Enforcement
  - Community Policing
  - Prevention/Intervention/Treatment (*including Safe Haven name(s), location(s), and programs*)
  - Neighborhood Restoration
4. Special Initiatives and/or Other Federally-Funded Programs
5. Evaluations Completed or Underway/Evaluation Plans

## 2006 NATIONAL DIRECTORY UPDATE

**PLEASE PROVIDE COMPLETE AND ACCURATE INFORMATION FOR THE FOLLOWING REPRESENTATIVES:**

DATE: \_\_\_\_\_

NAME OF SITE: \_\_\_\_\_ SITE ID# (from site list): \_\_\_\_\_

UNITED STATES ATTORNEY	GRANTEE OFFICIAL POINT OF CONTACT
Name: Title: District: Address:  Phone: Fax: E-Mail:	Name: Title: Agency: Address:  Phone: Fax: E-Mail:
USAO CONTACT	DAY TO DAY COORDINATOR
Name: Title: Agency: Address:  Phone: Fax: E-Mail:	Name: Title: Agency: Address:  Phone: Fax: E-Mail: _____ <b>(Important)</b>
CHIEF OF POLICE	LAW ENFORCEMENT/AFF CONTACT
Name: Title: Agency: Address:  Phone: Fax: E-Mail:	Name: Title: Agency: Address:  Phone: Fax: E-Mail:

### **Definitions**

- 1) United States Attorney** - current United States Attorney serving the site's district.
- 2) USAO Contact** - contact person at the U.S. Attorney's Office who provides assistance and support to the Weed and Seed site (e.g., LECC Coordinator, Assistant U.S. Attorney, etc.)
- 3) Chief of Police** - Chief of Police serving the Weed and Seed designated area.
- 4) Grantee Official Point of Contact** - person to be contacted on official matters involving this application and authorized to enter into contracts for the agency (e.g. person who signed application).
- 5) Day to Day Coordinator** - person who handles the day-to-day operations and administrative requirements of the Weed and Seed strategy (e.g., coordinates Seeding and Weeding elements, prepares progress reports, organizes steering committee meetings, has continuous contact with CCDO on matters involving the grant and budget, etc.)
- 6) L.E. Contact** - person administering the law enforcement strategy in the designated area (e.g., weeding coordinator)

**(Please attach a separate sheet with additional names if necessary)**



## **Site Development Benchmarks**

Compliance with these benchmarks will be incorporated into each FY 2005 grant award as a Special Condition and will be the basis of future funding decisions.

### **First Year**

Steering Committee establishes the site's organizational management structure with clear roles and responsibilities.

Steering Committee functions, meets monthly, and develops Site Coordinator's job description. Hire Coordinator with Steering Committee approval.

Steering Committee works with Site Coordinator to determine and address program staffing needs.

Steering Committee develops Operational Policies and Procedures (clear expectations of staff and volunteers).

Site Coordinator works with Grantee (fiscal agent) to develop procedures necessary to track grant funds and ensure their timely expenditure.

Strategy implementation begins in all four elements (established timeline based on OR strategy). Baseline data to support goals and objectives of OR strategy collected.

Begin program publicity and outreach efforts to recruit neighborhood leaders and mobilize community.

Begin coordinating efforts with local initiatives (i.e., coordinate law enforcement resources and activities).

Timely submission of fiscal reports to CCDO/OJP on grant expenditures.

Timely submission of programmatic progress reports to provide measurable program outcome information. The site begins operations toward achieving the goals and objectives stated in the OR application and grant application.

Steering Committee and Site Coordinator evaluate site progress annually to determine site TA needs (if any).

Plan for next year (activities, timelines, and budget) and program sustainment.

### **Second Year**

Steering Committee continues to educate, guide and re-evaluate the organizational management structure, meets at least monthly.

Grantee (and/or USAO) evaluates coordinator performance (annually) with Steering Committee input and continues to work toward the sustainment of the position.

Continue program publicity and outreach efforts to recruit neighborhood leaders and mobilize community.

Continue to coordinate efforts with local initiatives (i.e., coordinate programs with local parks & recreation department).

Strategy implementation is underway in all four elements to achieve measurable outcomes, especially law enforcement/community policing (See OR application and scope of work provided in grant application). Continue data collection to support goals and objectives of OR strategy.

Special Emphasis Program developed by Steering Committee based on community needs and program implementation begun.

Communicate regularly with all partners to include USAO, CCDO and community members. All need to hear about site developments on a regular basis through newsletters, fax, neighborhood visits, email, community meetings, etc.

Timely submission of fiscal reports to CCDO/OJP on grant expenditures.

Site Coordinator and Steering Committee (or sub-committee) work together to ensure timely expenditure of grant funds.

Timely submission of programmatic progress reports that provide measurable outcome information. The site continues to operate toward achieving the goals and objectives stated in the OR application and grant application.

Steering Committee and Site Coordinator evaluate site progress to determine TA needs (if any).

Steering Committee plans for next year (activities, timelines and budget) and sustainment and begins initial plans for program evaluation.

### **Third Year**

Steering Committee and organizational structure solidly functions, meets at least quarterly.

Grantee evaluates coordinator performance (annually) with Steering Committee input and continues to work toward the sustainment of the position.

Establish sub-committee to Steering Committee to continue looking for additional funding or in-kind resources to ensure program sustainment.

Weed and Seed effort is beginning to be included in city/community plans.

Identify and build sustainable leadership among community members (new leaders to foster commitment and continue the work), while continuing to mobilize community through program publicity and outreach efforts.

Strategy implementation toward goals and objectives (measurable outcomes) in all four elements (See OR application and grant application).

Special Emphasis Program(s) fully operational.

Continue regular communication with all partners to include USAO, CCDO and community members. All need to hear about site developments on a regular basis through newsletter, fax, neighborhood visits, email, community meetings, etc.

Timely submission of fiscal reports to CCDO/OJP on grant expenditures.

Timely submission of programmatic progress reports that provide measurable outcome information. The site continues to operate toward achieving the goals and objectives stated in the OR application and grant application.

Steering Committee and Site Coordinator evaluate site progress to determine TA needs (if any).

Evaluation tool identified; preliminary evaluation plans developed based on CCDO site evaluation literature.

Steering Committee plans for next year (activities, timelines and budget).

### **Fourth Year**

Steering Committee and organization structure still solidly functioning, still meets at least quarterly.

Grantee evaluates coordinator performance (annually) with Steering Committee input and continues to work toward the sustainment of the position.

Sub-committee continues to search for additional resources beyond grant for program sustainment (funding and in-kind resources).

Community leaders have established working relationship with local officials.

Strategy implementation toward goals and objectives (measurable outcomes) in all four elements (based on site OR application and grant application).

Continue program publicity and outreach efforts to mobilize community and recruit new community leaders.

Communicate regularly with all partners to include USAO, CCDO and community members. All need to hear about things on a regular basis through newsletter, fax, neighborhood visits, email, community meetings, etc.

Timely submission of fiscal reports to CCDO/OJP on grant expenditures.

Timely submission of programmatic progress reports that provide measurable outcome information. The site continues to operate toward achieving the goals and objectives stated in the OR application and grant application.

Site undergoes program evaluation to assess overall effectiveness of OR strategy implementation.

Site Coordinator and Steering Committee review previous years' grant applications to determine plans for final year of OR, including TA needs (activities, timelines and budget).

## **Fifth Year**

Steering Committee and organization structure still solidly functioning, still meets at least quarterly.

Grantee evaluates coordinator performance (annually) with Steering Committee input and continues to work toward the sustainment of the position.

Sub-committee continues search for additional resources beyond grant for sustainment (funding and in-kind).

Plans are made to continue community development efforts and strategic planning through various funding sources.

Weed and Seed community is included in city/community planning.

Community leaders identified and working to sustain efforts and continue community mobilization.

Timely submission of fiscal reports to CCDO/OJP on grant expenditures.

Timely submission of programmatic progress reports that provide measurable outcome information. The final progress report provides information on the accomplishments and outcomes achieved toward the goals and objectives stated in the OR application.

Steering Committee determines if there is a need to continue program in other neighborhoods based on program evaluation findings and current crime statistics. If so, plans for next OR strategy are begun.

Full evaluation report available by end of fifth year that assesses overall program accomplishments and effectiveness.

## **Guidelines for the Evaluation of Information Obtained in State and National Criminal Background Checks on Potential Employees and Volunteers Who May Have Access to Children, the Elderly, and Individuals with Disabilities at Weed and Seed Sites**

Background: When a person entrusted with the care of particularly vulnerable individuals (i.e., children, the elderly, or the disabled) abuses those individuals and then is found to have previously abused others or have a criminal background—questions and potential liabilities arise. In order to address this compelling public interest, the Federal government and most states have enacted legislation that authorizes criminal record checks, including FBI fingerprint criminal record checks, on various persons who work with these vulnerable individuals (the protocols for these checks were addressed in previous memorandum dated November 5, 2002). The primary purpose of this legislation (including the National Child Protection Act [NCPA], Pub. L. No. 103-209, and the Violent Crime Control and Law Enforcement Act of 1994 [VCCLEA], Pub. L. No. 103-222) is to identify the potentially abusive persons and protect the vulnerable individuals.

The Weed and Seed Program Guide and Application Kit has required background screening for several years. Once that screening is done and criminal records information is received, it is important to have consistent standards for the evaluation of this information. Therefore, uniform guidelines for the evaluation of this information need to be established. Also, to the extent possible, the hiring of the employee or the placement of the volunteer should be delayed until the entire screening process, including the evaluation of any criminal history, is completed. At a minimum, the potential employee or volunteer must be restricted to supervised situations or situations in which another worker is present when dealing with vulnerable individuals until the screening process is complete. This is consistent with the suggestions provided by an Office of Juvenile Justice and Delinquency Prevention (OJJDP) publication entitled Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals with Disabilities in Need of Support, NCJ 167248 (referenced in the Weed and Seed Program Guide and Application Kit). The publication gives the following factors to consider:

1. The relationship between the incident and the type of employee or service that the applicant will provide.
2. The applicant's employment or volunteer history before and after the incident.
3. The applicant's efforts and success at rehabilitation.
4. The likelihood that the incident would prevent the applicant from his or her responsibilities in a manner consistent with the safety and welfare of the consumers served by the agency.
5. The circumstances and/or factors indicating the incident is likely to be repeated.
6. The nature, severity, number, and consequences of the incidents disclosed.
7. The circumstances surrounding each incident, including contributing societal or environmental conditions.
8. The age of the individual at the time of the incident.
9. The amount of time lapsed since the incident occurred.

Given the gravity of the compelling public interest involved, the factors delineated above should be interpreted in a manner that provides the greatest protection to the vulnerable individuals. Therefore, the following guidelines are to be used when evaluating criminal history information concerning applicants (which term is to be understood to include persons who have already begun work at the site):

- The applicant must not have felony convictions of any type or any misdemeanor convictions involving violence, fraud, or criminal sexual misconduct.
- The applicant must not have any conviction for an offense against a child or dependent adult.

- The applicant must not have any misdemeanor convictions involving a breach of the peace or drug related offenses within the past five years proceeding the date of the background check.
- Applicants with previous military employment must not have been convicted of any court-martial higher than a summary court martial.

These guidelines will help further the primary purpose—identifying the potentially abusive persons and protecting the vulnerable individuals of the NCPA while, at the same time, staying within the spirit of the recommendations in OJJDP publication NCJ 167248. For further information or elaboration on these guidelines contact the Community Capacity Development Office at (202) 616-1152.

**Any waiver from this policy must be requested in writing by memorandum from the U.S. Attorney to the Community Capacity Development Office, along with accompanying documentation.**

## **GPRA**

All applicants also must complete the Government Performance and Results Act (GPRA) forms (Rev. 2.6, dated March 3, 2006), which can be downloaded from [www.ojp.usdoj.gov/ccdo/funding/appl\\_kit.html](http://www.ojp.usdoj.gov/ccdo/funding/appl_kit.html).